

D R A F T

18 April 1955

MEMORANDUM FOR: Ch/D/E

SUBJECT: Statement of E/C(x) Responsibility for JOC and Related Commerce Materials

1. E/C(x) has assumed certain responsibilities for the handling of JOC, ACMP and related Commerce materials as indicated below. E/C has concurred in the following arrangements:

25X1A9a a) General - [REDACTED] will be responsible for the receipt, logging, distribution and filing of only those JOC, ACMP and related materials received by D/E on regular distribution. Incoming Commerce materials will be routed intact from the D/E mail office to

25X1A9a [REDACTED] for further distribution within D/E. It will be the responsibility of individual analysts to arrange for the "request" or "pick-up" of additional copies from outside the Division. [REDACTED]

25X1A9a

[REDACTED] will be in charge of the E/C(x) numerical files and will service requests 25X1A9a for reproduction of additional copies from these files. E/C(s) [REDACTED]

will maintain working files of JOC, ACMP and OC materials in addition to those materials retained by individual E/C(c)(t) analysts.

b) Agenda of Commerce Meetings - [REDACTED] will furnish 25X1A9a immediately upon receipt, copies of JOC, ACMP and OC agenda to Ch/E/C 25X1A9a and/or [REDACTED]. In addition, one copy of JOC agenda will be furnished Ch/D/E.

c) JOC Material - D/E normally receives six copies of which will be distributed as follows: 1 - E/C(x) numerical file; 2 - [REDACTED] ST/PR; 25X1A9a 3 - E/C (2 for analysts, 1 for working file).

d) ACMP/OC Material - D/E receives five copies which will be distributed as follows: [REDACTED] 25X1A9a

2 - E/C (1 for analysts, 1 for working file).

25X1A9a

e) Other Commerce Material - [REDACTED] will continue to be responsible for maintenance of the:

Master Export Security List
Comprehensive Export Schedule
Commodity Identification Manual
Correlation of Security Listings

She will continue to distribute revisions of the MESL and Correlation to D/E analysts. Arrangements have made for OCO distribution of revisions of the MESL and Correlation within the ERA.

2. In addition to the foregoing responsibilities, [REDACTED] 25X1A9a will also continue to maintain files of the following materials:

EDIC
EDAC/EC/EDAC Working Groups
OC/OCOM/CHINCOM Documents
Department of State/USRO Cables
CIA/CI Digests and Country Handbooks

[REDACTED] 25X1A9a

Distribution

Orig - Ch/E/C

1 - [REDACTED] 25X1A9a
1 - [REDACTED]
1 - E/O(x) Chrono

CONFIDENTIAL